

724604/01/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

**TITLE: UTILITIES SENIOR RESOURCES ANALYST
(PROJECTS/CONTRACTS DIVISION)**

DEFINITION

Under direction, to assist in recommendations, negotiations, preparation and administration of the City's resource contracts, agreements and tariffs specifically in the area of renewable resources in accordance with the direction, goals and schedules established by management; to actively participate in regulatory, legal and project administration efforts, and to perform related work as assigned.

REPORTS TO: Utilities Project/Contracts Manager

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Utilities Projects/Contracts Manager. Exercises general supervision over para-professional, technical and administrative support staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Identify, support negotiation of, and assist in the evaluation of assigned contracts including demand side management, interconnection, interchange, planning, development, participation, construction, operation, purchase and sale, transmission purchase and sale, and settlement agreements.
- Provide representation and coordination of City efforts to obtain renewable resources in accordance with applicable legislation.
- Establish and maintain City policies with focus on renewable generation both from customer and City owned generation.
- Participate in the evaluation and formulation of risk management and legal strategies.
- Monitor and support City participation in utility industry federal, state and local regulatory authority activities.
- Review, evaluate and author contracts, regulatory filings and legal filings related to City's resource interests.
- Serve on various project and industry committees to protect and further City interests.
- Coordinate and support Public Utilities Board, City Council, utility management and staff presentations and briefings with respect to utility contractual needs, interests and policies.
- Participate in the development of utility policies, resource planning, resource evaluation and development, and assist in the formulation of operating and risk management policies, procedures and practices.
- Ensure that City is in compliance with contractual terms and is receiving similar compliance from contracting parties in accordance with prepared task lists, schedules, procedures and guidelines for administering and evaluating all resource related agreements.
- Evaluate existing and proposed contractual arrangements and recommend desirable modifications for the purpose of optimizing the City's benefits.
- Analyze and recommend resource-operating strategies and assist in the creation of contractual guidelines for

related resource functions.

- Supervise and train division personnel, as necessary.

QUALIFICATIONS

Knowledge of:

- Contract principles, structure and purpose.
- Contract and project development and management processes.
- Electric systems principles and theory.
- Application, utilization and operation of power generation and transmission resources too economically and reliably serve electric system loads specifically with renewable resources.
- Contracts and administrative law.
- Risk management theory, practices and procedures.
- Word processing, database and spreadsheet applications.

Ability to:

- Analyze and interpret contracts and regulatory filings as to content and applicability, and assist in the formulation of recommended courses of action.
- Effectively assist in the drafting of contractual provisions including provisions related to demand side management, interconnection, interchange, planning, development, participation, construction, operation, power purchase and sale, transmission purchase and sale and settlement agreements.
- Effectively communicate complex subjects to diverse audiences using good written, oral, and presentation skills.
- Establish and maintain effective working relationships with associates, utility management, internal and outside legal counsel and outside agencies.
- Effectively participate in contract and project management work programs.
- Analyze and assist in the development of operating strategies and contractual guidelines for related resource functions.
- Supervise division personnel, as necessary.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's Degree from an accredited college or university in engineering, economics, contract administration, business administration or a related field.

Experience: Three or more years of utility and/or power marketing experience, including extensive experience in at least one of the following areas: contract administration, resource planning, resource operations, control area operations, renewable resource project management. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of a valid class "C" California Motor Vehicle Operator's license is required.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Senior Resources Analyst

TO: Utilities Principal Resource Analyst